



## Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

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**TITLE:** Administrative Hearing Records

**CUTOFF:** Resolution or dismissal

**DESCRIPTION:** Records related to arbitration, equal employment opportunity complaints, administrative hearings, and resolution of complaints. Copies. Originals retained by Administrative Hearing Commission.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21595

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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**TITLE:** Agency Counsel Legal Opinions

**CUTOFF:** End of state fiscal year in which opinion is rendered

**DESCRIPTION:** Documentation of agency's role in the process to develop, request, respond to, or present opinions on legal matters directly related to agency programs or functions generated by in-house counsel or retained legal counsel.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 21588

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/8/2010

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**TITLE:** Attorney General Legal Opinions

**CUTOFF:** Completion of incident or trial related to opinions

**DESCRIPTION:** Legal opinion prepared by the Attorney General of Missouri for other state agencies.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Agency Copy. Originals in Attorney General's Office.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21587

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/8/2010

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## Agency Records Disposition Schedule

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**TITLE:** Bids or Proposals - Not Awarded

**CUTOFF:** EOFY in which contract is awarded

**DESCRIPTION:** Records related to contractors' rejected proposals for state-funded projects or purchases.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21593

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

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**TITLE:** Bids or Proposals -Awarded

**CUTOFF:** Completion of contract

**DESCRIPTION:** Records related to contracted proposals for state-funded projects or purchases.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21592

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

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**TITLE:** Contracts - Financial

**CUTOFF:** Completion of contract

**DESCRIPTION:** Written obligations agreed to by the state and involves money, real estate, or deeds, per RSMo 516.110.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21590

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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## Agency Records Disposition Schedule

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Section:

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Sub-Section:

**TITLE:** Contracts - Non-financial

**CUTOFF:** Completion of contract

**DESCRIPTION:** Written obligations agreed to by the state that are not covered under RSMo 516.110. The specified retention period is based on RSMo 516.120.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21591

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Labor Relations Files

**CUTOFF:** EOY

**DESCRIPTION:** Correspondence and supporting documentation referencing historical issues involving investigations and determinations between labor organizations and state agencies. Records are used for research and to create proposals that are written per Sections 105.510 through 105.520 RSMo., Article 1 Section 29 of the Missouri State Constitution, and Governor's Executive Order 01-09.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 24068

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/9/2015

**TITLE:** Legal Files

**CUTOFF:** EOFY in which resolved or adjudicated

**DESCRIPTION:** Papers arising through the preparation of legal opinions and in the course of litigation or other legal proceedings by agency counsel or retained legal counsel.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21589

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



## Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

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**TITLE:** Memoranda of Understanding or Agreement

**CUTOFF:** Expiration of memorandum of understanding or agreement

**DESCRIPTION:** Legal documents representing understandings between different offices of state government with other state offices, federal offices, or other entities.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21594

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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